Declassified in Part - Sanitized Copy Approved for Release 2011/12/01: CIA-RDP88G01332R000700770001-0

## DDA SUBJECT FILE COPY

DD/A REGISTRY
FILE: 45-3

OTE 86-3708

1 5 AUG 1986

MEMO	RAI	MIIGE	FOR:
	101	ADOL.	r Or.

Associate Deputy Director for Administration

STAT

FROM:

Director of Training and Education

SUBJECT:

Request for Procurement Services

- l. Attached are several Requests for Procurement initiated by Secretarial Training Branch, Secretarial, Administrative, and Communication Training Division/OTE for contractor services for the remainder of FY86. Submission at this late date has been necessitated by contractor availability.
- 2. Also, the Secretarial Training Branch, a newly established branch, and still not fully staffed, is attempting to schedule additional runnings of courses in order to provide secretaries the opportunity to meet requirements that may affect their ranking in the near term.

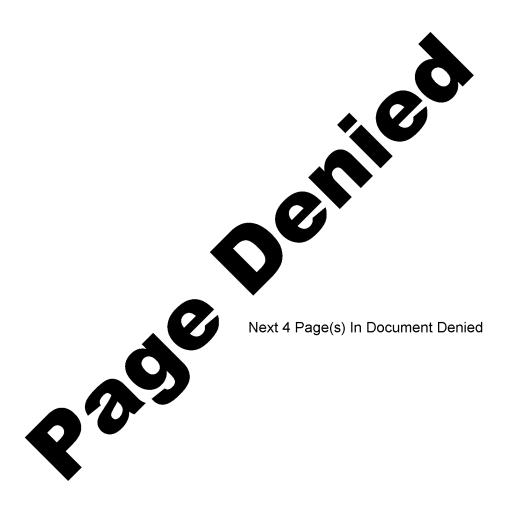
STAT

for\_\_\_\_

Original Sut to DC/Procument Br

STAT

5 AUG 1986



ROUTING AND	TRANSMITTAL SLIP	<b>Date</b> 8-15-86
O: (Name, office symbol building, Agency/Po:	, room number,	Initials De
A/DDA	•	
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment Coordination	Investigate Justify	Signature
approval. All program.  One is to specific		arial training as transferred
	g for secretaries in s for extra running in the queue.	•
OO NOT use this form	as a RECORD of approval clearances, and similar action	ls, concurrences, dispo
FDOM: (Name) and aven	hal Agency/Post)	Room No.—Bld
	aining & Education	Phone No.

STAT

STAT

STAT

STAT

OTE-86-3508

1 4 AUG 1986

MEMORANDUM FOR:	Associate Deputy Di	rector for	Administ	ration
FROM:	<u>a na kapita, na ili Tuji Abil t</u>			
	Director of Trainin	g and Educa	tion	

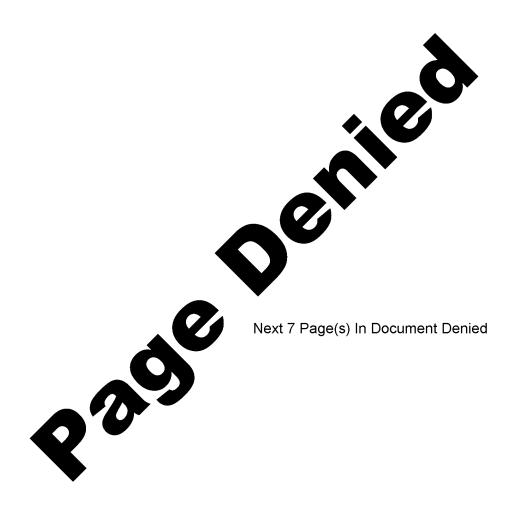
 $STAT^{\cdot}$ 

SUBJECT: FY86 Request for Procurement Services - SkillBuilder Secretarial/Clerical Training Program

On 12 August 1986, Chief, DO Career Training transferred into our FY86 training budget to financially assist our objective to provide DO field secretaries with a self-study training program.

- 2. The DO feels, as do we, that every effort should be made to expedite the dissemination of this self-study program to the field in order to offer our field secretaries the same benefit of training already being provided to other Agency secretaries through the Secretarial Training Program.
- 3. We realize at this late date that we are not in compliance with FY86 submission deadlines. However, considering that these funds are just now being made available to us, and the importance of our mission, we respectfully request your approval for this expenditure.

STAT \*\*



Declassified in Part - Sanitized Copy Approved for Release 2011/12/01: CIA-RDP88G01332R000700770001-0

# How to Bring A CareerTrack Program to Your Organization

Like yourself, many professionals have benefited from CareerTrack's various seminars, workshops and one-day briefings. Many have felt strongly enough about sharing the information with colleagues that they have "championed" bringing the program on-site to their organization. You can do the same!

#### Our Proven Track Record

All of CareerTrack's highly-rated public seminars can be presented privately (on-site) at your organization. We have conducted hundreds of on-site seminars for organizations of all kinds, from Fortune 500 companies to major government agencies to local associations. We've arranged everything from a one-hour speech to a five-day seminar. Don't hesitate to ask us about special arrangements.

#### On-Site Benefits

It's simple to organize your company's on-site seminar. Just call us toll-free at 800/325-5854 and, we will put you in touch with your area program consultant. Your questions will be answered and an information packet sent with complete details. The key benefits are that on-site training is cost-efficient (the cost per person is considerably less that attending public seminars), and that the program curriculum can be tailored to fit your specific training needs. In addition, CareerTrack produces other programs in a public and on-site format in over 350 cities across North America. Please refer to the reverse side for a brief description of each program we offer.

#### Promotional Support

CareerTrack provides on-site customers promotional support such as our award-winning brochures to circulate among your colleagues, friends or whomever you'd like to participate in the seminar. We have media clippings on our speakers, and can suggest ways to make your own custom brochures effective. In addition, we'll supply copies of our informative "10 Tips On How To Get The Most Out Of This Program" to heighten awareness before the seminar to achieve maximum results after it. We also have ideas to help you generate additional revenue.

### Call or Write Us Today

For more information on arranging your organization's on-site program just call us toll-free at 800/325-5854, or fill out the coupon below and mail to the attention of our On-Site Department. We're CareerTrack, we're one of the nation's largest and fastest-growing training firms, and we're happy to assist you in making your on-site program a success!

For more information call toll-free 1-800-325-5854 or return this form today.

Name	Title			
Organization	Number of People in Company			
Street	City			
StateZip	Telephone () Ext.			
The program I'm most interested in is				
Send information only	ultant call (information will be sent first)			
Return to: CareerTrack, Inc., 1800 38th Street, Boulder, CO 80301				